



City of
GREENFIELD, MASSACHUSETTS

Department of Inspections and Enforcement

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PERMIT INFORMATION GUIDE

ONE STORY DETACHED ACCESSORY STRUCTURES HAVING A FLOOR AREA LARGER THAN 200 SQUARE FEET FOR 1 & 2 FAMILY DWELLINGS

A Permit is required by Massachusetts Residential State Building Code 9th edition and Greenfield's zoning ordinance

One-story detached *accessory structures* used as tool and storage sheds, playhouses and similar uses, such as garages, having a floor area larger than 200 square feet (18.58 m²) are regulated by 780 CMR Massachusetts State Residential Building Code, and do require a building permit. In addition, the location of an accessory structure is regulated by Greenfield's Zoning Ordinance; an accessory structure must meet set back distance to property lines per Greenfield's zoning ordinance.

- ❖ Exception: One story detached accessory structure used as a tool and storage sheds, playhouses and similar uses, with a floor area greater than 120 square feet. For buildings regulated by 780 CMR Massachusetts State Building Code. Other regulations apply, please inquire (105.2)

To obtain a permit, first, the owner or authorized agent must first file a permit application on a form furnished by the Building Official for that purpose. Such applications shall be provided with the following information:

1. Completed permit application form for Accessory Structures. Application may be downloaded from our web site or a copy can be obtained from Inspections Department office located at 20 Sanderson Street.
 - Copies of Construction Supervisors License and Home Improvement registration numbers for contractors. (If applicable)
 - Copy of workers compensation affidavit for contractors, sub contractors, or home owner.
 - Home Owners Exemption form. (If applicable)
 - Solid waste disposal affidavit. (If applicable)
2. Site / plot plan of property, site / plot plan must provide the following information but not limited to,
 - Property lines.
 - Location of existing buildings and structures, (Including swimming pool)
 - Proposed structure/structures, show distance to property lines.
 - Location of water & sewer lines, and other utilities (If applicable).
 - Location of On-site septic system. (If applicable)
 - Wetlands located on property. (If applicable)
3. One set of construction plans showing the following:
 - Foundation system "if required" Include foundation type, and depth of piers/foundation.
 - Size of structure and materials used to construct (Plan can be hand drawn)
 - Floor joists – Size, Span, & Spacing.
 - Wall framing – Size, Height, and Spacing
 - Ceiling joists – Size, Span, and Spacing
 - Rafters – Size, Span, & Spacing
 - Shear walls and anchoring for garages (If applicable)

- ❖ **INSPECTIONS REQUIRED:** Person responsible for the work must contact this office to arrange the following inspections,
 - Foundation - After piers are dug and ready to have concrete poured. (Before Pouring concrete) If applicable
 - Framing - once framing is complete and before decking is installed.
 - Insulation – (If applicable)
 - Final – Once work/project is complete.
- ❖ Applicable Fee - Accessory Structure, see fee schedule
- ❖ **Note:** Applicants should contact other city departments prior to filing for a permit to ask what regulations may apply under that department's purview for to your project.
 - Department of Planning & Development, (zoning and wetland related matters) (413)772-1548.
 - Department of Public Works, Engineering Division, (Utility & driveway access related matters) (413)772-1528 ext 6106.
 - Department of Public Health, (On-site septic system) (413)772-1404 ext 2101.